



TELECOMMUNICATIONS SYSTEMS ANALYST I
TELECOMMUNICATIONS SYSTEMS ANALYST II
Final Filing Date: February 8, 2007

OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION (excluding Prison Industry Authority)

SPOT EXAMINATION FOR:

SACRAMENTO
FOLSOM STATE PRISON
NORTH KERN STATE PRISON
CALIPATRIA STATE PRISON

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:

Department of Corrections and Rehabilitation
Office of Selection Services
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

Department of Corrections and Rehabilitation
Office of Selection Services
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Selection Services.

If you meet the entrance requirements for **Telecommunications Systems Analyst I & II**, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination you wish to file for. You will only be considered for acceptance into the examination(s) that you have listed on your application.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **February 8, 2007** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **April/May 2007.**

SALARY RANGE(S) As of: **December 6, 2006**

TELECOMMUNICATIONS SYSTEM ANALYST I

Range A: \$2,724 - \$3,313
This range shall apply to incumbents who do not meet the criteria for Range B or Range C.

Range B: \$2,950 - \$3,586
This range will apply to persons who have satisfactorily completed the equivalent of six months of Telecommunications Systems Analyst I experience or have six months' experience performing administrative staff duties in the communications management field or have completed one year of related graduate work. (Graduate work cannot be combined with other alternate salary range criteria.) This range shall also apply to persons who meet the equivalent of this experience as determined appropriate by the State Personnel Board's and the Department of Personnel Administration's transfer, demotion, and reinstatement policies.

Range C: \$3,538 - \$4,300
This range shall apply to persons who have satisfactorily completed the equivalent of 12 months of Telecommunications Systems Analyst I, Range B, experience, or 18 months of Telecommunications Systems Analyst I experience, or who have 18 months of experience performing administrative staff duties similar to those of Telecommunications Systems Analyst I, or who meet the equivalent of this experience as determined appropriate by the State Personnel Board's and the Department of Personnel Administration's transfer, demotion, and reinstatement policies.

TELECOMMUNICATIONS SYSTEM ANALYST II

\$4,255 - \$5,172

MINIMUM
QUALIFICATIONS

TELECOMMUNICATIONS SYSTEMS ANALYST I

Either I

Experience: One year of experience performing telecommunications systems work which shall have included analyzing and making written reports or recommendations on radio/microwave and/or wire service staffing or systems.

and

Education: Equivalent to graduation from college, preferably with major specialization in electronics or related technical subject area. (Additional qualifying experience may be substituted for education on a year-for-year basis.)

Or II

Experience: Four years experience in the California state service coordinating, operating, and/or maintaining telecommunications systems, such as performed by incumbents in the classes of Supervising Telephone Operator, Radio Dispatch Supervisor, or Communications Supervisor, California Highway Patrol.

Or III

Experience: Six months of experience performing the duties of a Management Services Technician, Range B, in a State service telecommunications operation.

Or IV

Experience: Two years experience in the California state service in a formal telecommunications training and development assignment to a class equivalent to Management Services Technician. (Incumbents with 12 months' experience in a formal telecommunications training and development assignment may compete in the examination but must complete the training program before being eligible for appointment.)

TELECOMMUNICATIONS SYSTEMS ANALYST II

Either I

Experience: One year of experience in the California state service performing the duties of a Telecommunications Systems Analyst I, Range C.

Or II

Experience: Three years of analytical experience in planning, organizing and coordinating maintenance and upgrade activities for telecommunications systems such as radio/microwave and/or wire service systems. (Experience in California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Telecommunications Systems Analyst I, Range C.)

and

Education: Equivalent to graduation from college, preferably with major specialization in electronics or related technical subject area. (Additional qualifying experience may be substituted for education on a year-for-year basis.)

BOTH CLASSES

Special Personal Characteristics: Willingness to travel throughout the state.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

BOTH CLASSES

A. Knowledge of:

- 1. Basic theory of telecommunications and electronics

B. Ability to:

- 1. Perform communication studies
- 2. Analyze situations and take effective action
- 3. Communicate effectively and prepare reports

ADDITIONAL KNOWLEDGES FOR TELECOMMUNICATIONS SYSTEMS ANALYST II

A. Knowledge of:

- 2. Operation of electronic telecommunications systems including microwave and complex multiple carrying equipment, radio control equipment and closed circuit television systems

ADDITIONAL ABILITIES FOR TELECOMMUNICATIONS SYSTEMS ANALYST II

B. Ability to:

- 4. Interpret the law on those matters pertaining to access, easements and occupancy of communications facilities as required
- 5. Formulate and implement operational and training procedures of telecommunications systems

ELIGIBLE LIST
INFORMATION

A separate eligible list will be established for each location listed above. The list(s) will be abolished 24 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Telecommunications Systems Analyst I**, under close supervision, receives training and performs work ranging from the less complex to that of average difficulty in a wide variety of consultative, analytical, and evaluate assignments, such as program evaluation and planning, systems development, budget planning, research and management analysis, and performs other work as required to maintain and upgrade a telecommunications network and does other related work.

A **Telecommunications Systems Analyst II**, under direction, performs difficult telecommunications analytical work or acts as lead person over other staff members in connection with inventory analysis, installation, maintenance and operation of statewide telecommunications systems, and independently develop a telecommunications operational network and does other related work.

Positions exist with the Department of Corrections and Rehabilitation in Sacramento, Folsom State Prison, North Kern State Prison, and Calipatria State Prison.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

TELECOMMUNICATIONS SYSTEMS ANALYST I

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

TELECOMMUNICATIONS SYSTEMS ANALYST II

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Office of Selection Services at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements to participate in this examination, you will be scheduled to participate in a competitive test in which your performance is compared with other competitors in the examination. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the examination or placement on the employment list.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS